

Workforce Investment Act Veterans' Employment-Related Assistance Program Solicitation for Proposals

Prepared by:
Employment Development Department
Workforce Development Branch
November 2004

**WORKFORCE INVESTMENT ACT
VETERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM
SOLICITATION FOR PROPOSAL PROGRAM YEAR 2004/05**

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WORKFORCE INVESTMENT ACT VETERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM SOLICITATION FOR PROPOSAL

SECTION 1: OVERVIEW

A. Purpose

All applicants should read this Solicitation for Proposals (SFP) in its entirety.

This SFP announces the availability of up to \$6,000,000 in Workforce Investment Act (WIA) 15 Percent Governor's Discretionary funds to serve the needs of targeted veterans. This SFP is the application process for the Veterans Employment-Related Assistance Program (VEAP). The program will be conducted in accordance with WIA Section 168, Veterans Workforce Investment Program (VWIP) and Veterans' Priority Provisions of the "Jobs for Veterans Act," Public Law (PL) 107-288. All funds are subject to availability.

The SFP will target those programs that provide services to assist in integrating veterans with the most barriers into meaningful employment within the labor force. Successful applicants will be required to provide employment and training services, supportive services, placement and follow-up through a case management approach.

Applications will be accepted from Local Workforce Investment Boards, local public agencies, and private nonprofit organizations, including faith-based and community organizations. Applicants should be familiar with their geographic area and the population to be served. Applicants should be able to administer an effective program that responds to local needs and will carry out the objectives of the program to successfully reintegrate veterans into the workforce.

Entities described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement. See Section 18 of the Lobbying Disclosure Act of 1995, PL 104-65, 109 Statute, 691.

B. Eligible Veterans

For the purpose of this SFP, the term "veteran," as defined in the United States Code, Title 38, Part I, Chapter 1, Section 101, refers to a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

NOTE: Wherever eligibility of veterans is referenced in this document, eligible spouses of veterans are included in accordance with PL 107-288.

Veterans served by this grant must be in at least one of the priority groups listed below:

1. Service-Connected Disabled Veterans

Veterans who are entitled to compensation under laws administered by the Department of Veterans' Affairs, or individuals who were discharged or released from active duty because of a service-connected disability.

2. Recently-Separated Veterans

Veterans who have separated from the military within the 48 months prior to application.

3. Campaign Veteran

Veterans that served on active duty in the United States armed forces during a war or in a campaign or expedition for which a campaign badge or medal has been authorized. (A list of the Wars, Campaigns, and Expeditions can be found at the Office of Personnel Management Web site at www.opm.gov/veterans/html/vgmedal2.asp .

4. Veterans with Significant Barriers

“Significant Barrier(s)” is defined as: characteristics that may hinder an individual's hiring, promotion, or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, ethnic minorities, and those with limited English speaking ability, or a criminal record or with a lack of education, work experience, credentials, child care arrangements, or transportation.

5. Eligible Spouses

As defined in the Jobs for Veterans’ Act, PL 107-288.

C. Funding

Successful applicants may receive grants of up to \$500,000. Applicants must satisfy all eligibility criteria and may submit only one proposal for funding. Proposed services should be built around the total amount of the grant requested.

D. Length of Project

It is expected that the planned performance period for projects awarded under this solicitation will be between 12 and 18 months. Grant funds will not be available for longer than the 18-month expenditure period. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the State.

SECTION 2: SIGNIFICANT DATES

Date *	Event
November 19, 2004	Release of Solicitation for Proposal (SFP)
December 15, 2004, 3:00 p.m. Pacific Time	Last date to submit written questions to EDD (via e-mail)
December 22, 2004, 5:00 p.m. Pacific Time	Last date for EDD to post response to written questions on website
December 29, 2004	Proposals Due
January 5 through January 21, 2005	Evaluation Team review of proposals and final recommendations made
February 1, 2005	Award Announcements
February 1, 2005	Earliest date for project start-up

***NOTE:** All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

SECTION 3: QUESTIONS/ANSWERS WEB SITE

In order to allow for timely and consistent responses to questions that potential bidders may have, we are implementing a Question and Answer process. This process will be implemented in lieu of on-site bidders' conferences.

Questions must be submitted by e-mail to VeteransSFP@edd.ca.gov and received by no later than December 15, 2004 at 3 p.m. Pacific Standard Time. All answers will be posted on the following Web site www.edd.ca.gov/wiarep/wiaspind.htm by 5:00 p.m. Pacific Standard Time no later than December 22, 2004. For information regarding this Web site you may contact Polly Forehand at (916) 654-8697.

SECTION 4: PROPOSAL SUBMISSION INSTRUCTIONS

A. Proposal Deadline

The deadline for the **receipt** of proposals is **Wednesday, December 29, 2004, no later than 3 p.m. Late proposals will not be accepted.**

The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. All proposals, whether mailed, delivered by courier service, or hand delivered, must be received by the Employment Development Department's (EDD) Workforce Development Branch (WDB) **no later than 3 p.m., December 29, 2004. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.**

The EDD's WDB will accept hand-delivered and courier-delivered proposals between 8 a.m. and 5 p.m. daily, excluding Saturdays, Sundays, and State holidays, beginning November 22, 2004, and **no later than 3 p.m. on December 29, 2004.**

B. Proposal Delivery Method and Addresses

Proposals may be submitted by mail, courier service, or hand delivery.

Mail proposals to:

ATTN: Veterans' Employment-Related Assistance Program
Workforce Development Branch, MIC 88
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001

Send proposals by courier to:

ATTN: Veterans' Employment-Related Assistance Program
Workforce Development Branch, MIC 88
Employment Development Department
800 Capitol Mall, Room 2029
Sacramento, CA 95814

Hand deliver proposals to:

ATTN: Veterans' Employment-Related Assistance Program
Workforce Development Branch, MIC 88, W1077
Workforce Investment Division
Employment Development Department
722 Capitol Mall
Sacramento, CA 95814

Because of the need for an original signature, proposals may not be e-mailed or faxed.

SECTION 5: REQUIRED PROPOSAL CONTENT

A. Minimum Criteria

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. Following are general instructions for completion of the proposal narrative, as well as for the assembly of the proposal package.

The application must be submitted in the format described below. Proposals that do not adhere to this format will not be scored or considered for funding.

- All requested forms must be completed. Forms or sections that do not apply must state “not applicable” or “N/A.”
- Proposals must be single-spaced and in a font no less than **11 point**.
- A total of **six copies** of the entire proposal must be submitted. Two copies must have original signatures.
- The proposal package also must be submitted in electronic form on a diskette or compact disk, exclusive of the letters of commitment. Applicants must use the proposal package format available in Microsoft Word.
- Each copy of the proposal package must be stapled in the upper left-hand corner.
- Special bindings, report covers, or tabbed separators are not acceptable.

B. Format and Document Order

The following list should be used as a checklist for application format and document order prior to submittal. Proposals (all copies) must contain these documents in the following order:

- ☐ Cover/Signature Page (proposal summary limited to 100 words or less) (Attachment A)
- ☐ Proposal Narrative (Limited to eight pages—not including all supporting attachments if submitted) (Attachment B)
 - Statement of Need
 - Planned Approach
 - Goals and Objectives
 - Local Collaboration
 - Statement of Capabilities

- ☐ Budget Summary/Budget Detail (Attachment C)
- ☐ Expenditure and Participant Plan (Attachment D)
- ☐ Copy of organization's Board of Directors' Resolution designating contract/agreement signatory authority
- ☐ Copy of nonprofit certification (501 (c) (3)) from the federal Internal Revenue Service (IRS) (If applicable)
- ☐ Copy of nonprofit certification (23701 (d)) from the California Franchise Tax Board (If applicable)

SECTION 6: PROPOSAL PACKAGE INSTRUCTIONS

To compete, all proposals must respond to each section below:

1. Cover/Signature Page (includes Proposal Summary) (Attachment A)

The purpose of the Cover/Signature page is to provide applicant contact information, amount of funding requested, proposal summary information and an authorized representative signature. All sections of the Cover/Signature Page must be completed.

2. Proposal Narrative (Attachment B)

The format of the proposal narrative must be structured as follows and may not exceed eight single spaced 11-point typewritten pages. Relevant supporting documents may be attached, and will not be considered as part of the narrative eight page limit. The Proposal Narrative contains eight sections as detailed below:

I. Statement of Need (15 Points)

Describe the veterans' need in the geographical area and how the project activities and outcomes will address that need. Explain how the existence of the veterans' need was determined. What factors have contributed to the veterans' need? Explain why the veterans' need cannot be addressed with existing resources through the local or regional service delivery infrastructure, including the local one-stop centers. Provide supporting data.

II. Planned Approach (20 Points)

Describe how services will be delivered to achieve the planned goals and objectives. Explain what specific types of services and training for veterans will be provided and the entity that will be providing them.

Considering the proposed project start date, explain any time constraints within your organization or partners' organization that would influence or affect project startup.

Describe how the proposed project will accomplish employment, job retention, increased earnings, and occupational skills improvement of the individuals participating in the project. Clearly describe the results that will be accomplished by the proposed project.

III. Goals and Objectives (15 Points)

Complete the Return on Investment information providing the total number of planned enrollments and entered employments. Enter the number of participants that are planned to retain unsubsidized employment for 6 months after placement and how many participants will receive training. Enter the cost per participant, per entered employment, per retained employment and per trainee. If your proposal has other performance goals in addition to those described above, provide a description of the goals, how they will be measured and the related costs for each goal.

Complete the Performance Goals Matrix. If the planned proposal goals are different than the State performance goals, provide an explanation. The State performance goals are listed in Section 10 D of this SFP.

Describe the expected cost effectiveness of the proposal in terms of expected cost per outcomes compared to expected benefits to participants. Benefits can be described in terms of skills attained, degrees or certificates attained, or wage gains.

IV. Local Collaboration and Resource Utilization (15 Points)

Describe the linkages that are or will be established with the local Workforce Investment One-Stop System. Describe the roles and responsibilities of public and/or private organizations that will be used to leverage client services and minimize duplication. Identify any resources, including funding and in-kind resources that will be leveraged or matched to support activities or expand or sustain the proposed project. A chart has been provided for ease in demonstrating this, however, space is available for a narrative explanation.

V. Statement of Capabilities (15 Points)

Describe the organization's capability to conduct and administer a federally funded project. Include how your organization has the necessary infrastructure and ability to collect and report financial and performance data as required.

3. Budget Summary Plan (10 points) (Attachment C)

Proposals must include a Budget Summary Plan that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. The column headed "Requested Funds—WIA 15 Percent" is used to list the requested WIA 15 Percent funds.

If applicants plan to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the Supplemental Budget Form, Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by EDD and will be negotiated in conjunction with contract completion with successful applicants. EDD has defined the equipment purchase procedures in Directive WIAD03-9. Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If applicants plan to budget contractual services, you must complete the Supplemental Budget Form Section II. Contractual Services.

4. Expenditure and Participant Plan (10 points) (Attachment D)

Proposals must include an Expenditure and Participant Plan. Enter planned cumulative expenditures for each period ending date specified in Section I Expenditure Plan. If funding is awarded, monthly expenditure and participant plans will be required. Enter the requested WIA 15 Percent expenditures, breaking out the costs for administration and program.

Enter the total planned enrollments for each period end date specified in Section II. A. of the Participant Plan. This participant plan is the cumulative number of individuals that will be enrolled and receive services under this proposal. Enter the number of participants that will receive core/intensive services, training, follow-up after entered employment and follow-up after exit on lines B 1 through 4. Since participants can receive multiple services, lines B1 through B4 will not sum to line A. See Appendix B. WIA Allowable Activities for a definition of the WIA services.

The State encourages each applicant to develop in their proposal a plan for providing follow-up services for each participant after they are placed in

unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their status after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations.

Section II. C. Planned Results collects cumulative planned participant data for those exiting the program. Enter the total planned participants exiting for each quarter end date specified on line C1. On lines C1.a enter the total participants that will be placed in unsubsidized employment. On line (1), enter the number of participants placed in unsubsidized employment that received training. Line C1.b Employability Enhancements is defined as those participants that either entered military service, entered a qualified apprenticeship program, entered advanced training, attained a recognized certificate/diploma/degree, attained a high school diploma/GED or returned to secondary school (youth only). Line C1.c Other Exits are participants that exited for reasons other than entered unsubsidized employment and employability enhancements.

TOTAL POINTS POSSIBLE

100 Points

The following program requirements should be addressed in the narrative portion of the proposal. For full definitions of these terms, please refer to the Glossary of Terms (Appendix E).

A. Pre-Enrollment Assessments

Pre-enrollment assessment is the process used to evaluate the employment and training needs of individuals before enrolling them into the program. Costs are allowed for pre-enrollment assessments provided the assessed applicants meet the eligibility criteria discussed earlier in this SFP. The applicant must identify the process by which pre-enrollment assessment will be conducted. The use of Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) staff for pre-enrollment assessments is strongly encouraged.

B. The Employment Development Plan

An Employment Development Plan (EDP) is required for all veterans enrolled in programs supported by this grant. A copy of the EDP must be maintained in each participant's case file. At a minimum, the EDP must substantiate the participant's minimum income needs, identify barriers and skill deficiencies, and describe the services needed and the competencies to be achieved by the participant as a result of program participation. The applicant must also include a description of their proposed EDP process in their application. The use of DVOP and LVER staff in the EDP process is strongly encouraged.

C. Training Activities

Training activities should be planned for at least 70 percent of all participants who are enrolled in this program. Job training activities should allow for maximum employment opportunities. Applicants must identify the training components to be provided in the program and who will provide the training. Training activities described in this section must include, but are not limited to, the following:

- Classroom training
- On-job-training
- Remedial education
- Literacy and bilingual training
- Institutional skills training
- On-site industry-specific training
- Customized training
- Apprenticeship training
- Upgrading and retraining

D. Case Management

Using a client-centered approach, e.g., EDP, supportive services, etc., the case manager acts as a facilitator in assisting the participant toward a successful completion of training. Client case files are to be maintained and must include all pertinent documents, up-to-date case-file notes that clearly identify the process that was utilized and the services provided.

E. Job Placement and Follow-up Services

The ultimate objective of the services provided is to place each eligible veteran into meaningful, gainful employment that allows the participant to become economically self-sufficient. The applicants must describe in the narrative how job placements will occur after training activities and/or after job development or referral efforts are initiated.

Applicants must also include a description of planned program follow-up. Follow up is an integral program component. It is important that the subgrantees maintain contact with the veterans after placement to assure that employment related problems are addressed.

This activity is required and fundamental to assessing the program success. Grantees must be careful to budget for this activity so that follow up will occur for those placed at or near the end of the grant period. The use of DVOP and LVER staff for job placement and follow up services is encouraged.

SECTION 7: COMPUTER REQUIREMENTS

The States minimum computer hardware and software requirements are imposed for compatibility with the State Job Training Automation (JTA) system. In general, any computer capable of doing some type of UNIX-compatible terminal emulation can communicate with the JTA system. A microcomputer with software that does vt220 emulation and a vt220 terminal is recommended. However, JTA project staff will provide assistance only for the two types mentioned below. A minimum of 32 megabytes of memory (RAM) is required to run the JTA system software.

A. Personal Computers

Personal computers with terminal emulation capability must fall within two general categories:

1. Industry Standards Architecture (ISA) or Enhanced ISA (EISA)
2. BM Micro-channel Architecture

B. Printers

1. Printers must meet one of the following two requirements: Must be a laser printer that recognizes the Hewlett-Packard Printer Command Language and has both letter and legal size paper handling capability.

OR

2. Must be wide-carriage dot matrix printer which has the capability of printing at 10 pitch, 12 pitch and in condensed (minimum 16.66) pitch and which recognizes Epson or IBM Pro-printer command sets and provides a serial interface.

SECTION 8: REVIEW AND SELECTION PROCESS

A. Evaluation and Recommendation for Funding

Organizations submitting the most competitive proposals will be subject to background verifications and may be subject to a site review to validate information submitted and/or eligibility. Funding may be based on geographical necessity and distribution that best serves the interest of the State. Proposals will be funded in score order until all VWIP/WIA 15 Percent funds are exhausted. Upon completion of this process recommendations will be forwarded to the Governor for final funding decisions and award announcements. It is anticipated that grants will be made available no later than February 1, 2005.

Note: Proposals from organizations that currently receive or have received public funds and with current or previous program year unresolved monitoring, audit findings, or poor past performance may not be considered for funding. The only exception to this issue is if EDD determines that the program operator is in good faith working toward a timely resolution for those findings/issues.

The State reserves the right to reject any and all proposals when there are sound reasons in the best interests of the State's veterans' program.

B. Contracting

The EDD staff will contact the awardees to finalize contract details. In some cases, EDD may request that the contracts incorporate changes in the original project proposals. After the contract negotiations, if any, EDD will mail the subgrant agreement (contract) to the awardee's designated fiscal agent for signature. The State expects a project start date of February 1, 2005.

Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other, similar decision-making body will be necessary before or agreeing to accept funds awarded under this SFP. The time needed for

such official action may affect the awardees ability to meet the February 1, 2005, project start date.

SECTION 9: APPEAL PROCESS

A proposal may be disqualified for not meeting the minimum criteria, and an appeal of that disqualification decision, may be filed unless the disqualification was due to late submission of the proposal. The minimum criteria, which are listed in Section 5 of the SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

EDD will mail disqualification letters to applicants no later than January 5, 2005. Any appeals must be received in the EDD office designated below by January 14, 2005. The appellant must submit the facts in writing. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to EDD's WDB. The WDB will respond in writing to the appeals by January 26, 2005. The review will be limited to determining whether the proposal met the minimum criteria of the SFP.

The appeal must be in writing and submitted to the following:

Mail to: ATTN: Veterans' SFP Appeals
Workforce Development Branch, MIC 88
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001

By courier to: ATTN: Veterans' SFP Appeals
Workforce Development Branch, MIC 88
Employment Development Department
800 Capitol Mall, Room W1077
Sacramento, CA 95814

Hand deliver to:

ATTN: Veterans' SFP Appeals
Workforce Investment Division, MIC 88
Employment Development Department
722 Capitol Mall, Room W1077
Sacramento, CA 95814

Final funding decisions cannot be appealed.

SECTION 10: ADMINISTRATIVE REQUIREMENTS

A. Monitoring and Audits

Grantees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIA funds. Grantees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Awardees that are units of local government, or not-for-profit entities as defined by Office of Management and Budget (OMB) Circular A-133, must ensure that audits required under OMB guidelines are performed and submitted when due. Commercial organizations that are subrecipients under WIA Title I and that expend more than the minimum level specified in OMB Circular A-133 (\$500,000 as of August 11, 2000) must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit.

B. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources.

C. Reporting

Grantees must have the capability to report project and expenditures data to the State, in a manner that is timely, thorough, and accurate. The State has developed a system for reporting data collected by WIA grant recipients. This system, the JTA system, is also used for disbursing cash to grantees. Grantees will be required to have the approved emulation software for this purpose. The State will provide the JTA software and training on how to use the JTA system.

At a minimum, grantees must collect and report the required data elements in the JTA system. For adults (including dislocated workers), and older youth, the State will use those reported data to calculate compliance with goals pertaining to the following performance measures:

- Entered Employment Rate
- Employment Retention Rate
- Earnings Change/Earnings Replacement in Six Months
- Credential/Diploma Rate

Grantees will compile and submit reports of enrollments, activities, expenditures, and status of cash information by the specified dates and in the specified format as prescribed by the State. At a minimum, grantees will be required to submit monthly project activity reports and quarterly expenditures reports, using the JTA system.

The WIA reporting requirements for these funds are available in a series of Information Bulletins and Directives on the EDD's Internet Web site www.edd.ca.gov/emptran.htm. All funds provided under this SFP are subject to revocation by the State in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the grantee's subgrant agreement.

D. State Performance Goals

The State's Performance Goals for 2005 are as follows:

ADULT PERFORMANCE GOAL	ADULT PERFORMANCE LEVEL
Enter Employment Rate	72%
Retention Rate	82%
Earnings Change/Earnings Replacement in Six Months	\$3,450
Credential/Diploma Rate	55%

For more information regarding performance measures, refer to Training and Employment Guidance Letter 7-99 at usworkforce.org.

These overall State goals are provided as a point of reference for applicants when reviewing their local goals. The State recognizes that local performance goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining performance goals. If the planned performance goals are different than the State performance goals, applicants must provide an explanation in Section IV. Goals and Objectives of the proposal narrative.

E. Close Out

At the completion of the grant period, the grantee will be required to submit a summary report of performance and fiscal data, including a project narrative analyzing the project data with respect to effective strategies and lessons learned.

F. Compliance

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIA and its associated federal regulations, including Title 29 of the Code of Federal Regulations, State and federal WIA directives, and OMB Circulars. Refer to Appendix A, *Internet Resources*, for a list of useful Web sites.

SECTION 11: ADMINISTRATIVE STANDARDS AND PROVISIONS

Except as specifically provided, the State acceptance of a proposal and an award of federal and State funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require and an entity's procurement procedures must require that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the State award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition. All grants will be subject to the following administrative standards and provisions:

1. 29 Code of Federal Regulations (CFR) Part 93—Lobbying.
2. 29 CFR Part 95—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, and with Commercial Organizations, etc.
3. 9 CFR Part 96—Federal Standards for Audit of Federally funded Grants, Contracts and Agreements. This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from DOL, OMB Circular A-128 "Audits of State and Local Governments" which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C. Sec. 7501-7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.
4. 29 CFR Part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
5. 29 CFR Part 98—Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).

6. 29 CFR Part 99—Audit of States, Local Governments, and Nonprofit Organization.
7. Section 168(b) of WIA—Administration of Programs.
Please note that sections 181-195 also apply.
8. 29 CFR Parts 37—the WIA non-discrimination regulations. These rules implement, for recipients of federal assistance, provisions of nondiscrimination on the basis of race, color, national origin, and disabled condition, respectively.
9. Appeals from non-designation will be handled under 20 CFR Part 667, Subpart H.
10. Any other administrative standards and provision applicable to federal and State grants.

COVER/SIGNATURE PAGE

Proposal Title:					
Total Amount of Request:					
Organization (applicant) Name:					
Address:					
City & Zip Code					
County:					
Designated contact person:					
Telephone:		Fax:		Email:	
IRS Tax ID Number:			California Tax ID Number:		
Proposal Summary					
In 100 words or less, describe the overall purpose of the proposed project.					
Approval of Authorized Representative (Submit two original signature copies)					
Name:					
Title:			Signature		Date

PROPOSAL NARRATIVE

I. Statement of Need

Describe the unmet need in the geographical area and how the project activities and outcomes will address that need. Explain how the existence of the unmet need was determined. What factors have contributed to the unmet need? Explain why the unmet need cannot be addressed with existing resources through the local or regional service delivery infrastructure, including the local one-stop centers. Provide supporting data.

II. Planned Approach

1. Describe how services will be delivered to achieve the planned goals and objectives. Explain what specific types of services and training will be provided and who will be providing them.
2. Considering the proposed project start date, explain any time constraints within your organization or partners' organization that would influence or affect project startup.

III. Goals and Objectives

1. Return on Investment—Complete the information below.

<i>A. Total planned enrollments:</i>	<i>B. Cost per participant:</i>
<i>C. Total planned entered employments:</i>	<i>D. Cost per entered employment:</i>
<i>E. Total planned retained employments:</i>	<i>F. Cost per retained employment:</i>
<i>G. Total planned trainees:</i>	<i>H. Cost per trainee:</i>
<i>I. Other proposed performance goals and related cost per for each goal:</i>	

2. Performance Goals Matrix—Complete the Performance Goals Matrix below for those goals that are applicable to this proposal. See SFP Instructions Section 10 D for the State WIA Performance goals.

<i>Performance Goals</i>	<i>Planned Veterans' Participant Goals</i>
<i>A. Entered Employment Rate</i>	
<i>B. Retention Rate</i>	
<i>C. Earnings Change</i>	
<i>D. Earnings Replacement Rate</i>	
<i>E. Credential/Diploma Rate</i>	
<i>F. Skill Attainment Rate</i>	

3. Provide an explanation if planned project goals are different than the State performance goals.
4. Describe the expected cost effectiveness of the proposal in terms of expected cost per outcomes compared to expected benefits for participants. Benefits can be described in terms of skills attained, degrees or certificates attained, or wage gains.

IV. Local Collaboration and Resource Utilization

1. Describe the linkages that are or will be established with the local Workforce Investment One-Stop System.
2. Describe the roles and responsibilities of public and/or private organizations that will be used to leverage client services and minimize duplication.
3. Describe any resources, including funding and in-kind resources that will be leveraged or matched to support activities or expand or sustain the proposed project. Provide narrative and complete the Resource Utilization Chart below.

<u>Resource Utilization Chart</u> <i>Name of Provider</i>	<i>Description of Fund Source</i>	<i>Type of resource (in- kind or cash)</i>	<i>Amount</i>	<i>Commitment Letter Attached to Proposal</i>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

V. Statement of Capabilities

Describe the organization's capability to conduct and administer a federally funded project. Include a description of your organization's infrastructure and ability to collect and report financial and performance data as required.

BUDGET SUMMARY/BUDGET DETAIL**Budget Summary Plan**

	Requested Funds - WIA 15 Percent
A. Staff Salaries	
B. Number of full-time equivalents:_____	
C. Staff Benefits	
D. Staff Benefit Rate (percent)_____%	
E. Staff Travel	
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audits, etc.)	
G. Furniture and Equipment	
1. Purchase (unit cost is less than \$5,000 and useful life is less than one year.)	
2. Purchase (unit cost is more than \$5,000 and useful life is more than one year.) Complete Supplemental Budget Form	
3. Lease	
H. Consumable Testing and Instructional Materials	
I. Tuition Payments/Vouchers	
J. On-the-Job Training	
L. Participant Wages and Fringe Benefits	
M. Supportive/Job Retention Services	
N. Contractual Services (Complete Supplemental Budget Form)	
O. Indirect Costs	
1. Indirect Cost Rate (percent) %	
2. Name of Cognizant Agency:	
P. Other (describe):	
Q. Total Funding	

I. Equipment				
Equipment Item Description*	Quantity	Total Cost	Percent Charged to Project	Total Cost Charged to Project

*List equipment items having a useful life of more than one year with a unit acquisition cost of \$5,000 or more being charged to this project. The OMB circulars list selected items of cost identifying allowable and unallowable costs. Certain items are allowable only if approval is granted prior to the purchase. The WIA regulations Section 667.200(c) assigns the authority for granting prior approval for those selected items of cost to the Governor. Please refer to WIA Directive WIAD00-1.

II. Contractual Services		
Contractual Services Description—Type of Service	Cost	Service Provider If Known
Total		

EXPENDITURE AND PARTICIPANT PLAN

I. Expenditure Plan (Cumulative)					
Fiscal Period	Period Ending June 2005	Period Ending Sept. 2005	Period Ending Dec. 2005	Period Ending March 2006	Period Ending July 2006
WIA 15 Percent					
1. Administration					
2. Program					
3. Total					

II. Participant Plan (Cumulative)					
Fiscal Period	Period Ending June 2005	Period Ending Sept. 2005	Period Ending Dec. 2005	Period Ending March 2006	Period Ending July 2006
A. Total Planned Enrollments					
B. Planned Services					
1. Core/Intensive					
2. Training					
3. Follow-up after placement in unsubsidized employment					
4. Follow-up after exit					
C. Planned Results					
1. Total Participants Exiting					
a. Unsubsidized Employment					
(1) Training Related					
b. Employability Enhancement Exits					
c. Exited for Other Reasons					

SECTION 13: APPENDICES

The Federal Register Online via GPO Access

www.access.gpo.gov/su_docs/fedreg/frcont00.html

The Department of Labor Training and Employment Guidance Letters (TEGL's)

wdr.doleta.gov/directives

The Workforce Investment Act; Final Rules

www.edd.ca.gov/wiarep/20crfpart652.pdf

The California Employment Development Department (EDD)

www.edd.ca.gov/

The California EDD Listing of Information Bulletins

www.edd.ca.gov/wiarep/wiainbu.htm

The California EDD Labor Market Information

www.calmis.ca.gov/

The California One-Stop Career Center System (Worknet)

www.edd.ca.gov/one-stop/

The California Workforce Investment Board

www.calwia.org/

The Department of Labor

www.doleta.gov/

Core Services

1. Determinations of whether the individuals are eligible to receive assistance.
2. Outreach, intake (which may include worker profiling), and orientation to the information and other available services.
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
4. Job search and placement assistance, and where appropriate, career counseling.
5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in such labor market areas.
 - b. Information on job skills necessary to obtain the jobs described in clause 5.a.
 - c. Information relating to local occupations in demand and the earnings and skill requirements for such occupations.
6. Provision of performance information and program cost information on training services, youth activities, adult education, post-secondary vocational activities, and vocational rehabilitation program activities.
7. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate.
8. Provision of information regarding filing claims for unemployment compensation.
9. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are available in the local area.
10. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Intensive Services

1. Comprehensive and specialized assessments of the skill levels and service needs which may include:
 - a. Diagnostic testing and use of other assessment tools.
 - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
3. Group counseling.
4. Individual counseling and career planning.
5. Case management for participants seeking training services.
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Training Services

1. Occupational skills training, including training for nontraditional employment.
2. On-the-job training.
3. Programs that combine workplace training with related instruction, which may include cooperative education programs.
4. Training programs operated by the private sector.
5. Skill upgrading and retraining.
6. Entrepreneurial training.
7. Job readiness training.
8. Adult education and literacy activities provided in combination with services described in any of clauses 1 through 7.
9. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Follow-up Services

The goal of follow-up services is to ensure job retention, wage gains, and career progress for participants who have been referred to unsubsidized employment. Follow-up services must be made available for a minimum of 12 months following the first day of employment. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Follow-up services could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; and referral to supportive services available in the community.

APPENDIX C: WIA 15 PERCENT PROJECT REQUIREMENTS

The WIA program requires the Governor to allocate a majority of the WIA funds via formula to LWIBs, which are responsible for setting local policy and for directing the use of these formula allocated funds in their local Workforce Investment Areas. The Governor, by law, is allowed to reserve 15 percent of the WIA funds in California for use at his discretion for the provision of statewide employment and training activities. This document highlights the major requirements of the WIA as they relate to projects funded with the Governor's WIA 15 Percent Reserve for Statewide Employment and Training Activities. These requirements are based on the WIA and the supporting regulations (Code of Federal Regulations, Part 652, et. al.) and DOL guidance on performance and reporting included in Training and Employment Guidance Letters 7-99, 14-00, and 14-00, Change 1.

Client Eligibility

➤ *General*

Program operators must verify the following for an individual to served under the WIA program:

- Right to work in the United States
- Selective Service registration compliance
- Age: 14 years of age and older

➤ *Adult (Age 18 and Older)*

There are no additional adult eligibility requirements unless special groups are to be targeted. The eligibility criteria for these special groups will be described in the executive summary of the subgrant agreement (contract) that the EDD will establish with the awardee. Dislocated workers who are otherwise WIA-eligible can be served as adults.

➤ *Youth (Ages 14-17)*

For projects that are youth oriented and which include the provision of direct services to youth participants, the following rules apply; however, the requirements are for only those projects serving persons ages 14 through 18. It is the direction of the State that persons 18 and older in a 15 Percent-funded project will be counted as adults (see above).

APPENDIX C: WIA 15 PERCENT PROJECT REQUIREMENTS

- At least 95 percent of the youth served must be low income and fall into one or more of the following categories:
 - ✓ Deficient in basic literacy skills
 - ✓ School dropout
 - ✓ Homeless, runaway or foster child
 - ✓ Pregnant or parent
 - ✓ Offender
 - ✓ Requires additional assistance to complete an educational program or to secure and hold employment
- Up to five percent of the total number of youth served may be youth who do not meet the income criterion but who are within one or more of the following categories:
 - ✓ School dropout
 - ✓ Basic skills deficient, as defined in the WIA Section 101(4)
 - ✓ Are one or more grade levels below the grade level appropriate to the individual's age
 - ✓ Pregnant or parenting
 - ✓ Possess one or more disabilities, including learning disabilities
 - ✓ Homeless or runaway
 - ✓ Offender
 - ✓ Face serious barriers to employment as approved by the State or LWIB for purposes of the project
- There are no additional youth eligibility requirements unless special groups are to be targeted. These eligibility criteria for these special groups will be described in the subgrant agreement (contract) that the EDD will establish with the awardee.

Required Services

➤ *Adult (Age 18 and Older)*

- The grantee must deliver the services agreed to in negotiations with the State and contained in the project subgrant agreement (contract).

➤ *Youth (Ages 14-17)*

- Grantees must deliver the services agreed to in negotiations with the State and contained in the project subgrant agreement (contract).
- Grantees must annually establish skills attainment goals for each youth participant.

APPENDIX C: WIA 15 PERCENT PROJECT REQUIREMENTS

- Grantees who have youth participants are encouraged, but not required, to develop a program design that includes the ten program elements listed below:
 1. Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies
 2. Alternative secondary school offerings
 3. Summer employment opportunities directly linked to academic and occupational learning
 4. Paid and unpaid work experiences, including internships and job shadowing
 5. Occupational skill training
 6. Leadership development opportunities
 7. Supportive services
 8. Adult mentoring
 9. Follow-up services
 10. Comprehensive guidance and counseling

Reporting

The DOL and EDD require financial and participant reports for WIA and Wagner-Peyser funded projects. If a project includes WIA participants (adult or youth), the project will adhere to DOL reporting guidelines. The EDD may establish additional reporting requirements to ensure accountability and to meet research and demonstration evaluation needs, if any. The EDD will also establish reporting requirements for projects where there are no WIA participants. Reporting requirements for all projects will be included in the subgrant agreement or contract, which the EDD will establish with the grantee.

Performance Measures

The law allows for projects funded in the 15 Percent Governor's Discretionary account to be designated as research and demonstration projects. The EDD will designate which projects are demonstration and which are not. Projects designated as demonstration will be notified by the EDD.

➤ *Demonstration/Research Projects*

The State and the grantee will agree on performance measures so that the State can assess the outcomes of the project. Demonstration/research project performance will be exempt from being reported by the State to the DOL. Most demonstration projects will have an independent evaluation component associated with the project.

APPENDIX C: WIA 15 PERCENT PROJECT REQUIREMENTS

➤ *Non-Demonstration/Non-Research Projects:*

The State and the grantee will establish performance goals for each project using the 17 standard WIA performance measures. The statewide performance goals will apply unless these are revised during the negotiation process. Any performance goals that are below the statewide goals must be approved by the WIA management team in the EDD and described in the contract. Performance data for these projects will apply only to State-level performance and not to local area performance calculations.

The State and the grantee will establish performance goals for each project using all or a subset of the 17 standard WIA performance measures specified in the WIA and the regulations (WIA Section 136, Title 20 of the Code of Federal Regulations, Part 666). These measures are defined in DOL Training and Employment Guidance Letter 7-99. Goals should be established for all performance measures that apply to the population being served in the project. The statewide performance goals will apply unless these are revised during the negotiation process. Any performance goals that are below the statewide goals must be approved by the EDD and described in the project subgrant agreement or contract. Performance data for non-demonstration/non-research projects will apply only to State-level performance and will not apply to local area performance calculations.

Past performance will be one of the criteria considered for future renewal or for approval of additional funding of a 15 Percent project.

Follow Up

The WIA, its governing regulations, and DOL policy guidance, encourage (and in some cases require) adult (and dislocated worker) follow-up for two separate reasons. First, the WIA encourages long-term intervention to ensure that individuals placed in employment receive the support necessary to retain that employment and gain self-sufficiency. Second, follow-up contacts enable the State and specific projects to maximize performance outcomes by collecting information on the employment status and the post-program educational attainment/credentials of individuals served with WIA funds. The State's JTA system has been designed to allow programs to report client contact information for four quarters after exit to support client tracking and to supplement data in the automated performance reporting system.

Following are the follow-up requirements for the two categories of 15 Percent projects. Different requirements have been established for demonstration and non-demonstration projects because as a rule demonstration projects are outside of the "standard" performance system and subject to independent evaluation criteria.

APPENDIX C: WIA 15 PERCENT PROJECT REQUIREMENTS

➤ *Demonstration/Research Projects*

Grantees are encouraged, but are not required, to conduct follow-up activities as outlined in WIA, consistent with intent of the legislation to provide longer-term intervention to support success. The State and the grantee will discuss and establish follow-up requirements for the project. These will be added to the project narrative in the subgrant agreement or contract.

➤ *Non-Demonstration/Non-Research Projects:*

Follow-up contacts are mandatory with participants placed into a job, both for the period after placement before program exit, and for each of the four quarters after the participant exits from the program. In an effort to support a client's successful entry or reentry into the labor market, and to assist in their job retention, attempts should be made to follow-up with all clients to determine their needs for additional services before exit, and to assess outcomes, as appropriate and feasible. At each follow-up contact, grantees are expected to record and report supplemental outcome information gathered as a result of accomplishing the follow-up contacts. Follow-up reporting is discussed in detail in the WIA Client Forms Handbook. Further discussions of follow up contact requirements and reporting of supplemental information will be held during project development and during individual or group orientation sessions as necessary.

If a project is established for a term-specific period and is not considered an ongoing project, the State may relax the follow-up contact requirement. The State and the grantee will discuss and establish follow up requirements for the project. These will be added to the project subgrant agreement or contract.

APPENDIX D: ADMINISTRATIVE COST DEFINITIONS

There is an administrative cost limit of ten percent of the funds awarded under this contract.

All local grant recipients and lower tier subrecipients must follow the Federal allowable cost principles that apply to their type of organization. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the Federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of WIA program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

- (a) The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant subrecipients, local fiscal agent, and which are not related to the direct provision of WIA services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
- (b) The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIA Title I:
 - (i) Accounting, budgeting, financial and cash management functions.
 - (ii) Procurement and purchasing functions.
 - (iii) Property management functions.
 - (iv) Personnel management functions.
 - (v) Payroll functions.
 - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
 - (vii) Audit functions.
 - (viii) General legal services functions.
 - (ix) Developing systems and procedures, including information systems, required for these administrative functions.
 - (2) Performing oversight and monitoring responsibilities related to WIA administrative functions.
 - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.

APPENDIX D: ADMINISTRATIVE COST DEFINITIONS

- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA systems.
 - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
- (c)
- (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
 - (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - (4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.
 - (5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - (i) Tracking or monitoring of participant and performance information.
 - (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information.
 - (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
 - (iv) Local area performance information.
 - (v) Information relating to supportive services and unemployment insurance claims for program participants.
 - (6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

U.S. DEPARTMENT OF LABOR GLOSSARY OF TERMS

Adequate Employment—See Unsubsidized Employment.

Administrative Costs—All direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of recipients and sub-recipients of the grant funds.

Adult Basic Education—Education for adults whose inability to speak, read or write the English language or to effectively reason mathematically, constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level, of education of such individuals with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise increase their opportunities for more productive and profitable employment, and to make them better able to meet their adult responsibilities.

Ancillary Services—Employment and training related activities other than core training, which may enhance a participant's employability.

Apprenticeship Training—A formal occupational training program which combines on-the-job training and related instruction and in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.

Assurances and Certifications—The act of certifying compliance with applicable federal and State laws and regulations regarding the receipt and expenditures of grant monies.

ASVET—Assistant Secretary for Veterans' Employment and Training.

Average Wage at Placement—This is an average of the wages earned by participants upon entering employment.

Barriers to Employment—Characteristics that may hinder an individual's hiring, promotion or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

Case Management—A client centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement. In accordance with this definition, the case manager acts as a facilitator in assisting the participant toward a successful completion of training.

Classroom Training—Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, throughout the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English-as-language training.

Cognizant Federal Agency—The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB Circulars A-87, A-102).

Community-Based Organization (CBO)—means a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

Core Training—Core training activities are employment focused interventions which address basic vocational skills deficiencies that prevent the participant from accessing appropriate jobs and/or occupations.

Counseling—Counseling in this sense can be any form of assistance which (1) provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or (2) assist a participant with the solution to a variety of individual problems which may pose a barrier(s) to the participant in achieving vocational goals, e.g., PTSD counseling, substance abuse counseling, job counseling, etc.

Customized Training—A training program designed to meet the special requirements of an employer who has entered into an agreement with a Local Workforce Investment Area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

Disabled Veteran—A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was discharged or released from active duty because of service-connected disability.

DVET—Director for Veterans' Employment and Training.

DVOP—Disabled Veterans' Outreach Program specialist.

Economically Disadvantaged—An individual who (A) receives, or is a member of a family which receives, cash welfare payments under a Federal, State, or local welfare program; (B) has, or is a member of a family which has, received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not in excess of the higher of (i) the official poverty line (as defined by the OMB, and revised annually in accordance with section 673 (2) of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9902(2)), or (ii) 70 percent of the lower living standard income level; (C) is receiving (or has been determined within the 6-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; (D) qualified as a homeless individual under section 103 of the Stewart B. McKinney Homeless Assistance Act; (E) is a foster child on behalf of whom State or local government payments are made or (F) in cases permitted by regulations of the Secretary, is an individual with a disability whose income meets the requirements of clause (A) or (B), but who is a member of a family whose income does not meet such requirements.

Employment Development Plan (EDP)—An individualized written plan or intervention strategy for serving an individual which, as a result of an assessment of the veteran's economic needs, vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal and the developmental services or steps required to reach the goal and which documents the accomplishments made by the individual.

Employment Service—the State level organization or public labor exchange system affiliated with the DOL's United States Employment Service.

Entered Employment Rate—This is a method used to determine the percentage of participants who become employed. The percentage is calculated by dividing the number of total participants who were enrolled in the program by the number of participants who were placed or entered employment through the program.

ETA—The Employment and Training Administration of the DOL.

Enrolled Veteran—Shall be synonymous with the term participant. A veteran who has been determined eligible for services at intake and who is receiving or scheduled to receive core training.

Follow-up—The tracking of what happens to participants when they leave the program for a period of 180 days after initial placement. The reporting requirements are to include the following data/information employment status (number of Entered Employments/ Placements at 180 days after program has ended), average hourly wage (earnings change at 180 days after program has ended), and job retention (of those enrolled in training, provide number of those still employed in trained occupation at 180

days after program has ended), these measures can be used to assess long-term program performance and activity strategies for clients with diverse characteristics.

FTE—Full-time Equivalent, a personnel charge to the grant equal to 2,080 hours per annum.

FY—Fiscal Year. For federal government purposes, any twelve-month period beginning on October 1, and ending on September 30.

GED—General Equivalency Diploma. A high school equivalency diploma which is obtained by passing the General Educational Diploma Equivalency Test which measures the application of skills and knowledge generally associated with four years of traditional high school instruction.

In-kind Services—Property or services which benefit a federally assisted project or program and which are contributed without charge to the grantee.

Indirect Cost—A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objectives specifically benefited.

Institutional Skills Training—Skills training conducted in an institutional setting and designed to ensure that individuals acquire the skills, knowledge and abilities necessary to perform a job or group of jobs in an occupation for which there is a demand.

Intake—A process for screening individual applicants for eligibility; making an initial determination whether the program can benefit the applicants; providing information about the program, its services and the availability of those services; and selecting individual applicants for participation in the program.

Job Club Activities—A form of job search assistance provided in a group setting. Usually job clubs provide instruction and assistance in completing job applications and developing resumes and focuses on maximizing employment opportunities in the labor market and developing job leads. Many job clubs use telephone banks and provide group support to participants before and after they interview for openings.

Job Development—The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer.

Job Placement Services—Job placement services are geared towards placing participants in jobs and may involve activities such as job search assistance, training, or job development. These services are initiated to enhance and expedite participants' transition from training to employment.

Job Search Assistance (JSA)—An activity which focuses on building practical skills and knowledge to identify and initiate employer contacts and conduct successful interviews with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume and application preparation, learn interview techniques, and receive labor market information. Job search assistance is often a self-service activity in which individuals can obtain information about specific job openings or general job or occupational information.

Labor Exchange—Refers to the services provided to job seekers and employers by the State Employment Service Agencies, WIA Service Delivery Areas, or other entities. Services to job seekers may include assessment, testing, counseling, provision of labor market information and referral to prospective employers. Employer service may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up.

Labor Force—The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States (Bureau of Labor Statistics Bulletin 2175).

Labor Market Area—An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

Literacy and Bilingual Training—See Adult Basic Education.

LVER—Local Veterans' Employment Representative.

Minimum Economic Need—The level of wages paid to a program participant that will enable that participant to become economically self-sufficient.

Minority Veterans—For the purposes of this SFP, veterans who are IV-C eligible and are members of the following ethnic categories: African American, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander.

Occupational Skills Training—Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

Offender—Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under this Act may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

OASVET—Office of the Assistant Secretary for Veterans' Employment and Training.

On-the-job Training (OJT)—Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. Usually in the OJT agreement, this is a promise on the part of the employer to hire the trainee upon successful completion of the training.

On-site Industry-specific Training—This is training which is specifically tailored to the needs of a particular employer and/or industry. Participants may be trained according to specifications developed by an employer for an occupation or group of occupations at a job site. Such training is usually presented to a group of participants in an environment or job site representative of the actual job/occupation, and there is often an obligation on the part of the employer to hire a certain number of participants who successfully complete the training.

Outreach—An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

Outside Funds—Resources pledged to the grant program which have a quantified dollar value. Such resources may include training funds from programs such as WIA Title I that are put aside for the exclusive use by participants enrolled in a program. Outside funds do not include in-kind services.

Participant—An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under this title. An individual who receives only outreach and/or intake and assessment services does not meet this definition.

Placement—The act of securing unsubsidized employment for or by a participant.

Pre-apprenticeship Training—Any training designed to increase or upgrade specific academic, or cognitive, or physical skills required as a prerequisite for entry into a specific trade or occupation.

Pre-enrollment Assessment—The process of determining the employability and training needs of individuals before enrolling them into the program. Individual factors usually addressed during pre-enrollment assessment include: an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, and personal circumstances.

Program Resources—Includes the total of both program or grant and outside funds.

PY—Program Year. The 12-month period beginning July 1, and ending, on June 30, in the Fiscal Year for which the appropriation is made.

Recently Separated Veteran—refers to any veteran who applies for participation in a funded activity within 48 months after separation from military service.

Remedial Education—Educational instruction, particularly in basic skills, to raise an individual's general competency level in order to succeed in vocational education or skill training programs, or employment.

Service-Connected Disabled—refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs, or (2) an individual who was discharged or released from active duty because of a service-connected disability. (29 U.S.C., Chapter 19, section 1503(27)(B)).

SGA—Solicitation for Grant Application.

Subgrant—An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee.

Subgrantee—The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

Suitable Employment—See "Unsubsidized Employment".

Substance Abuser—An individual dependent on alcohol or drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment.

Supportive Services—Services which are necessary to enable an individual eligible for training, but who cannot afford to pay for such services, to participate in a training program funded under the grant. Such supportive services may include transportation, health care, financial assistance, (except as a post-termination service), drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance.

Unsubsidized Employment—Employment not financed from funds provided under the grant. In the grant program the term "adequate" or "suitable" employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participant's minimum economic needs.

Upgrading and Retraining—Training given to an individual who needs such training to advance above an entry level or dead-end position. This training shall include assisting veterans in acquiring needed state certification to be employed in the same field as they were trained in the military (i.e., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Powerplant (A&P), Teaching Certificate, etc.).

USDOL—United States Department of Labor.

USDVA—United States Department of Veterans Affairs (Formerly the Veterans Administration).

Veteran—shall refer to an individual who served in the United States active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

VWIP Resources—This term is synonymous with VWIP funds/funding.

Vocational Exploration Training—Through assessments such as interest inventories and/or counseling, a process of identifying occupations or occupational areas in which a person may find satisfaction and potential, and for which his or her aptitudes and other qualifications may be appropriate.

Welfare and/or Public Assistance Recipient—An individual who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, State, or local welfare program.

Workforce Investment Act (WIA)—Reforms Federal job training programs and creates new, comprehensive workforce investment system. The reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

Work Experience—A temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training. When wages are paid to a participant on work experience and when such wages are wholly paid for under WIA, the participant may not receive this training under a private, for profit employer.

Youth—An individual, between the age of 20 and 24 years of age, who served on active duty in the U.S. Armed Forces.